

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 10, 2014**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley, Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermينو, Pam Raynock, , Diane Stamm, Ellen Vessella

BOARD MEMBERS ABSENT

Judy Igielski, Neil Ryan, Pauline Kruk

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Clarke Castelle

TOWN COUNCIL LIAISONS ABSENT

David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:05 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

Clarke reported that the Town Hall Building Committee has hit a brick wall with regard to any kind of demolition, straightening of Garfield Street, or any renovations for at least one year. Maureen commented now that this Committee is at a standstill, it is time to include the Library on any kind of discussion with regard to the Town Campus. Clarke indicated that the original budget estimates for the Town Hall renovation was \$10 Million and \$8 Million for the Community Center; this estimate is now \$20 Million and \$9 Million respectively. Diane commented that any kind of renovation presentation, especially with regard to the parking issues, should be given to the entire Library Board.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy was not in attendance. Anna reported that she, Ellen, Pauline, and Patty all attended the Chamber's State of the Town where the Library was presented with a proclamation in honor of the 75th Anniversary.

IV. APPROVAL OF MINUTES

Anna stated on page two under Assistant Library Director's Report the wording should be "interest" not "interesting." **MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of February 10, 2014 as amended, LeeAnn Manke seconded the motion, all were in favor, and the motion to accept the minutes of February 10, 2014 as amended was approved with a 12-0 vote.**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

March's update includes finalizing sponsors and obtaining raffle donations for the 5K Race, along with having the race forms printed by the end of the month. On April 26th Farmington Bank sponsors a Simply Swing Concert; the Friends will provide refreshments. Tony will review the Budget, and Judy sends out information to members of the Legacy Society with regard to upcoming events, including the program on April 16th with Johnson and Brunetti.

VI. TREASURER'S REPORT

Iris reported that everything is going well and Lynn did a great job while Iris was away. Anna told Iris about the 750 Club which is asking 750 people to donate \$75 for the 75th Anniversary; additionally people can donate \$30 for "Stack The Racks."

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that she met last with Bob Korpak and Paul Boutot regarding installation of and for security cameras at the Library; there has been a lot of theft in the teen and adult areas.

Lisa also met last Friday with members of the Consortium and the date for the new system to go live has been changed to June 2nd. On June 1st the system will be shut down. There is a possibility that the Library may close for a half day in April for staff training, and there will be limited cataloguing in May due to the migration.

With regard to statistics, they have been down due to the weather and having to either close all day or early. The Winter Reading Program had 336 people reading 1,850 materials over a five week period. Sue Schneider wrapped 504 books, 454 were checked out, 303 bookmarks came back with 207 liking this program, and 86 not liking it.

Upcoming programs for Money Week include Protecting Your Identity on April 7th, and a retirement program on April 10th. The program with Johnson and Brunetti will be held on April 16th during National Library Week.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported applications have been received for the part time teen position and there will be seven candidates to interview. An advertisement has been placed for the part time reference position with a closing date of March 14th. There was a program on Ebooks/EMags/Music that patrons and staff attended, along with subs who stated it was very beneficial. Bailey Ortiz held a Facebook class on February 16th with 16 people, and she will be holding another program on

Twitter and Instagram on March 26th at 10:30 AM. Karen and Jeannette Mercure attended a symposium at the University of Hartford, sponsored by the State Library, on Ebooks.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins reported that the Wine & Cheese Social held on January 24th was very successful. The daily book sales have been going very well. The Book Sale is scheduled for May 2, 3, and 4. The Friends will have a booth at the Newington Chamber's Home and Business Showcase on Saturday, March 22nd. The Friends Annual Meeting will be held on June 4th.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Bylaws Change

At the February meeting the change to the Bylaws was distributed to the Board for a March vote. **MOTION: Dennis Doyle made a motion to approve the proposed Bylaw change for Article IV-Officers Section 2, Pam Raynock seconded the motion, the motion passed with a 9-3 vote with Tony Palermino, Diane Stamm, and Patty Foley voting against.** Patty wanted her comments on the record that she thought this change made her feel like a second-class citizen.

2. Committee Descriptions

Kris stated that she is waiting for two more descriptions from Fund Development and PEP.

B. Investment Committee

Neil was not in attendance. He will be contacting the Committee to schedule a meeting.

C. House Committee

Diane reported that she has been trying to find a buyer for the table and chairs, most people say the table is too big and the chairs are too old. Lynn suggested putting it on Craigs List so Diane will consider that. It was also suggested selling sections of the table. Diane is still waiting for Red Thread to provide samples; she will be contacting them to find out about this delay.

D. Facility and Site

1. Long Range Plan Update

Maureen asked Tony to talk about the Long Range Plan with regard to the Board of Trustees and the Library's goals. Tony stated he researched the Charter and statute and reviewed the attached document. He stated that it also needs to be added that the Board of Trustees will participate in the selection of the Library Director.

E. Fund Development/Legacy Society

Pauline was not in attendance. The program on April 16th will be held from 6:30 – 8:00 PM and registration is required.

F. Budget

Tony reported that the Town Manager asked for a \$10,000 cut from the Library's budget. The Budget Committee reviewed the suggestions and could make \$5,000 cuts by taking \$20 here, \$10 there, etc., the remaining \$5,000 would have to cut 15 Sundays. Lisa suggested to the Town Manager that \$5,000 could be made in cuts if there are no additional Sundays cut; the Town Manager found this acceptable. The Board commented that year after year the Library has had to make cuts and a chunk of these cuts come out of materials. In the past patrons have fought to keep Sunday hours. The Library's budget will go before the Town Council on March 20th at 7:00 PM and at that time a formal statement will be made; with the technical comments from Lisa and the emotional part from Anna.

G. Technology

Paul had no report.

XI. OLD BUSINESS

A. Town Hall Renovations Project Building Meetings

Clarke spoke about this earlier in the meeting.

B. Race 2014

The Race Committee met tonight, and everything is moving along. The Race is scheduled for Sunday, May 18th.

C. 75th Anniversary

Maureen reported that things are moving along with the 75th Anniversary. The 750 Club will have information on the website about this donation. As stated earlier, at the State of the Town the Library was presented with a proclamation; Representative Sandy Nafis will also obtain a proclamation from the Governor. A banner will be placed outside. People will be asked to submit pictures and memories for the Time Capsule. The Annual Meeting will be held on Sunday, September 14th and there will be a large cake. Patty suggested filming events. The Committee will meet on Wednesday and will create an outline of dates with specific events.

D. RFID Update

Lisa stated that RFP is almost done, she is just waiting for Paul Boutot to review it.

XII. NEW BUSINESS

Anna wanted the Board to know that she has taken a job at Hartford Hospital so she will no longer be traveling and missing any Board meetings.

The April Board meeting will be held on Monday, April 7th.

1. Simply Swing Concert – Sunday, April 27th

This event is being sponsored by Farmington Bank.

XII. PUBLIC PARTICIPATION

Clarke commented that he will speak to Library Liaison David Nagel with regard to the Town Manager's request that the Library cut \$10,000 from the budget, and do their best to keep this from happening.

XIII. ADJOURNMENT

MOTION: Kris Nasinnyk made a motion to adjourn the meeting, Pamela Raynock seconded the motion, all were in favor, and the motion passed unanimously with a 12-0 vote at 8:50 PM.